

NOAA SAFETY COUNCIL

Terms of Reference

(Revised 9/22/06)

Purpose: The NOAA Safety Council works in partnership with the NOAA Chief Administrative Officer (CAO) to support the effective implementation of the NOAA Safety Program and NOAA Safety Policy. Line/Staff Office involvement in helping to shape and implement the NOAA Safety Program is critical to the success of the Program. The specific roles and responsibilities are outlined below.

Membership:

Chairperson: NOAA Chief Administrative Officer
Bill Broglie
301-713-0836 (105)
William.Broglie@noaa.gov

Members:

- Director, Safety and Environmental Compliance Office
- NOS
- NWS
- NMAO
- NMFS
- OAR
- NESDIS
- Staff Offices (PPI, USEC, GC, OCIO, et.al.)

Executive Secretariat: Janet Williams, 301-713-2870x118, Janet.M.Williams@noaa.gov

Roles and Responsibilities: The Council shall perform the following functions:

- Review and comment on the NOAA Strategic Plan to ensure that safety is appropriately addressed.
- Assist in the development of the annual Program Baseline Assessment and Program Plan for the NOAA Safety Program, in accordance with PPBES.
- Review proposed changes in the NOAA Safety Policy or other supplemental guidance, and recommend changes, as appropriate.
- Review and approve annual Line/Staff Office safety action plans and performance measures to ensure that these support the NOAA safety program.
- Identify opportunities for NOAA-wide improvements in the Safety Program.
- Identify the barriers that prevent adequate funding for high priority safety/environmental projects, and develop means to achieve the funding.

~~The Council shall meet monthly, unless *ad hoc* special meetings are required to address time sensitive issues.~~ [With all members in favor, this sentence was replaced with the following italicized paragraph during the 11/07/2006 Council meeting.]

Quarterly meetings will be scheduled during each fiscal year quarter, at a time and date during the quarter to ensure timely disposition of business before the Council. Virtual meetings, which in practice have been meetings conducted via email exchanges between the Chairperson and the members will continue to be utilized, as needed, between the quarterly meetings. Additionally, special meetings may be convened at the behest of the Chairperson or members, if needed.

Decision Making Process: Decisions in all Councils will be accomplished by consensus (i.e., no one votes “thumbs down” on an issue). The Chair will strive for consensus on every issue. The chair maintains 51% of the vote; therefore, the Chair makes the final decision or elevates the decision to the NEP when consensus is not achieved. Any Council member, however, is free to raise any issue for discussion.

Charter: The NOAA Safety Council was created by action of the NOAA Executive Council (decisions reached at the NEC meeting on 12/10/2003) in response to recommendations to improve the NOAA Safety Program. The scope of the Council is delineated in the NOAA Safety Policy. The policy complies with Executive Order 12196 (Occupational Safety and Health Programs for Federal Employees), and sections 6 and 19 of the Occupational Safety and Health Act of 1970.

The Council exists to support the commitment made in the Safety Policy that “NOAA shall provide a workplace environment and operations free of known hazards that could place employees at risk of injury.” The Council promotes both the NOAA safety culture (making safety a priority) and effective NOAA management of the safety program by formulating and recommending safety policy through the NOAA Executive Panel to the Under Secretary/Administrator, and by providing guidance to NOAA Line and Staff offices on safety issues.

The Council is directly supported by the NOAA Environmental Compliance and Safety Committee, which is chaired by the Director of the Safety and Environmental Compliance Office. It is comprised of safety and environmental representatives from all NOAA Line Offices.